

Community Engagement Intern - Summer 2022

About Starlight:

Opened as a theatre in 1950 and a nonprofit organization in 1951, Starlight provides inspiring, one-of-a-kind experiences to its patrons with Broadway musicals, concerts, Indoors shows, and community engagement programming including classes, scholarships and Starlight's Blue Star Awards. Starlight also takes a holistic approach to embracing the importance of inclusion, diversity, equity and access, and values the uniqueness of our employees and community. Located on 16 acres in Swope Park, the historic, city-owned venue includes rehearsal halls, a museum, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.

Position Description:

This internship will take place entirely in person at the Starlight Theatre campus. The Community Engagement Intern will work closely with full-time community engagement staff members while focusing on planning, preparation and implementation of programming throughout the summer, including the Blue Star Awards, Starlight Stars, Starlight Stars of Tomorrow, Just Imagine and other initiatives. The Community Engagement department facilitates the Bob Rohlf Internships Program, with this position serving as a liaison to other interns. The intern will work directly with other Starlight personnel, students, parents/guardians, and community members.

Majors Desired:

Communications, Education, Music, Musical Theatre, Theatre

Requirements:

As an ideal candidate, you will have experience working directly with students in an educational environment (preferably theatre-related). You should also have excellent skills in organization as well as strong written and verbal communication skills within an office setting. The ability to multi-task in a fast-paced environment while giving attention to detail is important. You should enjoy working with students of all ages and excel in customer service since you will be working closely with teaching artists, program participants and other Starlight personnel. This position will assist in furthering the Community Engagement department's inclusion, diversity, equity and access (I.D.E.A.) initiatives. A background and/or interest in I.D.E.A. initiatives is valuable. You must be available to work some early mornings, evenings and weekends relative to program scheduling.

Required Computer Skills:

Windows, Outlook, Word and Excel

- Compensation:** \$12.50 per hour, plus overtime
- Time Commitment:** Full-time position, 13 weeks. Preferred start date is Monday, May 16 and continuing to early August. Some early morning, evening and weekend hours will be part of the commitment.
- Application Method:** Apply online through this link:
[2022 Bob Rohlf Internships Application](#)
- Application Deadline:** **Tuesday, January 18, 2022 (Early application is preferred.)**

Application Process:

- 1. Visit our website:** www.kcstarlight.com/internships
- 2. Submit your application, cover letter, resume, and any other supporting materials through our online portal.** A link to the online application can be found at www.kcstarlight.com/internships starting on October, 18, 2021.
- 3. Wait to be contacted.** The hiring party for the position will advise each candidate regarding receipt of materials as well as candidate status. We strive to complete the hiring process in as timely and efficient a manner as possible - shortly after the deadline date.
- 4. If you are selected for an interview, we may conduct it in person at the theatre, or via an online entity.**

For more information on this position:

Starlight Theatre Association of Kansas City
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